Conservation Innovation Grants (CIG)
Fiscal Year 2009 Application Package Checklist

☐   1. **Application Cover Sheet:** Complete Standard Form 424 (SF-424) Application for Federal Assistance

☐   2. **Project Summary Sheet:** (One page maximum, template available)
a. Project Title
B. Project Direcor name, contact information (including e-mail)
c. Names and affiliations of project collaborators
d. Project Purpose
e. Project Deliverables/Products
f. Project Scope/Area
g. Project Start and End Dates (Projects should plan to begin no earlier than October 1, 2009)
h. CIG Resource Concern
i. Certification-EQIP eligibility and Request for Federal Funds

☐   3. **One-Page Abstract:** (non-confidential summary, describe the project & expected outcomes and benefits

☐   4. **Project Description:** (15 pages maximum, double spaced, single sided, 12 point font)
a. Project Narrative
b. Project backgroung
c.Project objectives
d Project methods
e. Location and size of project area (include a map if possible)
f. Producer participation
g. Project action plan and timeline
h. Project management
i. Benefits or results expected and transferability
j. Project evaluation
k. Environmental information and assessment of environmental impacts

☐   5. **Budget Information:** Submit a completed Standard Form 424A (SF-424a) budget Information -Non-
Construction Programs

☐   6. **Budget Narrative:** Submit a detailed budget narrative (maximum of 3 pages)

☐   7. **Declaration of Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher**
(Special Provisions): If applicable, include a statement declaring your status as a Beginning Farmer or
Rancher, Socially Disadvantaged Farmer or Rancher, or Community-based Organization representing
these entities.

☐   8. **Declaration Environmental Quality Incentives Program (EQIP) Eligibility:** Include a statement
indicating that the proposed project will involve EQIP-eligible producers. Applicants must make a
declaration in writing that they, or parties involved in the project, are eligible for EQIP. (If EQIP eligible
producers are not involved, the proposal will be considered ineligible).

☐   9. **Certifications:** Complete Standard Form 424B (SF-424b) Assurances-Non-Construction Programs

☐   10. **DUNS Number:** For information about how to obtain a DUNS number go to www.grants.gov/RequestaDUNS
or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.

☐   11. **Required Central Contractor Registration (CCR) Registration:** Visit www.ccr.gov to register.